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| **PROFESSIONAL SERVICES**  **3 PHONE INTERVIEW CONTRACT**  **SELECTION & FEE SUMMARY**  *fee between $10,000 & $50,000* |

**PROJECT INFORMATION**

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| Project Title including Project Code where applicable  WORK ORDER #       PROJECT # P-      ACCOUNT CODE: 9  PURCHASE ORDER #       CONTRACT #  PROJECT DESCRIPTION:  SERVICES REQUIRED & SCHEDULE  Project Initiation: check one COMPLETION BY  PIR  Preplanning / Feasibility Study  Programming  Project Criteria  Report  Reviews  Other        Schematic Documents  Preliminary Documents  Construction Documents  Bidding & Negotiations  Construction Contract Administration  Record Drawings (As-Built)  (Other) |

**SELECTED FIRM**

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| Firm Name |

**RATIONALE FOR SELECTION**

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| Review & Consider the “SWaM Consulting Firms-Small” tab on the SWaM web page. |

**3 FIRMS INTERVIEWED**

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| *AE-1 thru AE-6 must be on file in the Office of Contract Administration*  **CONSULTANT #1**  Address:  Phone:       Fax:  Person Interviewed:       Date:   1. Current work load: 2. Minority  Small Business  Women Owned 3. Capability to meet schedules: 4. Past performance and similar type of work: 5. Ability to control budgets:   **CONSULTANT #2**  Address:  Phone:       Fax:  Person Interviewed:       Date:   1. Current work load: 2. Minority  Small Business  Women Owned 3. Capability to meet schedules: 4. Past performance and similar type of work: 5. Ability to control budgets:   **CONSULTANT #3**  Address:  Phone:       Fax:  Person Interviewed:       Date:   1. Current work load: 2. Minority  Small Business  Women Owned 3. Capability to meet schedules: 4. Past performance and similar type of work: 5. Ability to control budgets: |

**FIRM RANKING**

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| 1.  2.  3. |

**FEE NEGOTIATION**

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| CONSTRUCTION COST ESTIMATE (if applicable): $  UNIVERSITY ESTIMATE OF CONSULTANT FEE: $  SOURCE(S) OF FEE ESTIMATE:   1. Original Consultant Fee Proposal $      1. Negotiated Basic Services Fee Proposal $   Additional Services $  Total of Source #2 $  BASIS FOR NEGOTIATED FEE & COMMENTS: |

**REQUIRED SIGNATURES**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date  Project Manager Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_  Supervisor Name |

Attachments:

1. HECO-3.2 (prepared by the Professional Services Contract Administrator)

2. A/E Proposal (including hourly rates)

Professional Services Contract Administrator \_\_\_\_\_\_

Construction Services and Contract Admin. Director \_\_\_\_\_\_